

May 2007

- 5/1 0088-03 **Managing Organizational Change**, 8:30 – 12:00, Karen Arnold
- 5/3 0131-23, **Preventing Workplace Harassment - Countywide**, Cypress, 10:00 - 12:00
0131-24, **Preventing Workplace Harassment - Countywide**, Cypress, 1:00 - 3:00
- 5/9 0006-34 **Driver Improvement**, 8:30 – 11:30, Craig Dill
- 5/15 0104-03 **Assertive Communications Skills**, 8:30 – 12:00, Joan Zeglarski
- 5/16 0026-05 **Computer Ergonomics**, 8:30 – 10:30, Gary Schell
- 5/22 0021-39 **Preventing Workplace Harassment – AB1825** (Mgmt Only)
9:00 – 11:30, Various Instructors
0021-40 **Preventing Workplace Harassment – AB1825** (Mgmt Only)
1:00 – 3:30, Various Instructors
- 5/23 0069-04 **Writers Workshop, Advanced Report Writing**, 8:30 – 3:30, Anne Peasley
- 5/31 0131-25, **Preventing Workplace Harassment - Countywide**, Annex, 10:00 - 12:00
0131-26, **Preventing Workplace Harassment - Countywide**, Annex, 1:00 - 3:00

June 2007

- 6/14 0118-09 **Performance Impact**, 9:00 – 4:00, CSS, Various Instructors
- 6/19 0131-27, **Preventing Workplace Harassment - Countywide**, Annex, 10:00 - 12:00
0131-28, **Preventing Workplace Harassment - Countywide**, Annex, 1:00 - 3:00

For class details, see the Training Catalog or updated Schedule of Classes found on:

- ➔ <http://www.placer.ca.gov/exec/current-training-catalog.pdf>
- ➔ V:Drive/CEO Training or by hard copy with department training coordinators
- ➔ The Training Catalog includes class descriptions, training room locations and maps, list of department training coordinators, and general training policies

Location of Classes

- ➔ OD classes will be held in Training Room 1, 11486 B Ave, Auburn CA 95603, except for the following:
- 💻 **Performance Accounting System (PAS):** HHS Training Room
11704 Enterprise Drive, Suite 22B, Auburn 95603
- ⚙️ **Performance Impact:** CSS (Child Support Services) Training Room
11795 Education Street, Suite 101, Auburn 95602
- **Cypress Room:** 1st floor CDRA Building

How to Sign Up for Classes

- ➔ Placer County employees may contact their Department Training Coordinator to sign up for classes
- ➔ No FEE\$ charged to Placer County employees or departments for these classes
- ➔ Classes are available to outside agencies. For costs and additional information, contact us at:

Phone: 530.886.5270 ~ Fax: 530.886.5272

Email: training@placer.ca.gov ~ Web: www.placer.ca.gov/training

Organizational Development
11486 B Avenue, Training Room 1
Auburn CA 95603



Placer County Schedule of Classes Fall 2006 and Spring 2007 *Revised 10/5/06*

October 2006

- 10/4 0131-01 **Preventing Workplace Harassment - Countywide**, Cirby, 10:00 - 12:00
- 10/4 0131-02 **Preventing Workplace Harassment - Countywide**, Cirby, 1:00 - 3:00
- 10/17 0129-03 **Driver Improvement**, 8:30 – 11:30, BOS, Craig Dill
0129-04 **Driver Improvement**, 1:00 – 4:00, BOS, Craig Dill
- 10/18 0131-03 **Preventing Workplace Harassment - Countywide**, Tahoe, 10:00 - 12:00
0131-04 **Preventing Workplace Harassment - Countywide**, Tahoe, 1:00 - 3:00
- 10/18 0092-03 **Behavior is the Key... Building Successful Relationships**
8:30 – 3:30, Lauren Lund
- 10/20 0006-29 **Driver Improvement**, 8:30 – 11:30, Craig Dill
0006-04 **Driver Improvement**, 1:00 – 4:00, Craig Dill
- 10/24 0085-05 **Defusing Difficult Situations**, 8:30 – 12:00, Del Kely
- 10/24 0131-05, **Preventing Workplace Harassment - Countywide**, BOS, 10:00 - 12:00
0131-06, **Preventing Workplace Harassment - Countywide**, BOS, 1:00 - 3:00
- 10/25 0003-04 **Communicating in Teams**, 8:30 – 12:00, Jeanie Hagen-Greene
- 10/25 0131-07, **Preventing Workplace Harassment - Countywide**, Tahoe, 10:00 - 12:00
0131-08, **Preventing Workplace Harassment - Countywide**, Tahoe, 1:00 - 3:00
- 10/31 0047-05 **Introduction to Supervision II**, Series – 4 days,
8:30 – 4:30 [11/14, 12/5, 12/12] Various Instructors

November 2006

- 11/1 0026-03 **Computer Ergonomics**, 8:30 – 10:30, Gary Schell
- 11/1 0131-09, **Preventing Workplace Harassment - Countywide**, BOS, 10:00 - 12:00
0131-10, **Preventing Workplace Harassment - Countywide**, BOS, 1:00 - 3:00
- 11/2 0129-05 **Driver Improvement**, 8:30 – 11:30, Cirby Hills, Craig Dill
0129-06 **Driver Improvement**, 1:00 – 4:00, Cirby Hills, Craig Dill
- 11/2 0021-33 **Preventing Workplace Harassment – AB1825** (Mgmt Only)
9:00 – 12:00, Various Instructors
0021-34 **Preventing Workplace Harassment – AB1825** (Mgmt Only)
1:30 – 4:30, Various Instructors
- 11/7 0078-03 **How We Communicate Without Speaking**, 8:30 – 12:00, Lauren Lund
- 11/8 0124-01 **Strategies for Workplace Stress Management**, 8:30 – 12:00, Susan Whitaker
- 11/15 0071-05 **Writers Workshop, Effective Writing Skills**, 8:30 – 3:30, Anne Peasley
- 11/16 0006-30 **Driver Improvement**, 8:30 – 11:30, Craig Dill
0006-37 **Driver Improvement**, 1:00 – 4:00, Craig Dill

December 2006

12/6	0090-03	Turning Stress into Productivity , 8:30 – 12:00, Joan Zeglarski
12/7	0118-07	Performance Impact , 9:00 – 4:00, 🔄 CSS, Various Instructors
12/13	0109-02	Workplace Accountability Done Right , 8:30 – 12:00, Lauren Lund
12/14	0009-03	Influencing Without Authority , 8:30 – 12:00, Joan Zeglarski

January 2007

1/11	0131-11	Preventing Workplace Harassment - Countywide , Cypress, 10:00 - 12:00
	0131-12	Preventing Workplace Harassment - Countywide , Cypress, 1:00 - 3:00
1/17	0081-02	Sierra College BUS102 – Management Communications , 3 Units 8:30 – 3:30 Series – 9 days, [1/24, 1/31, 2-14, 2/21, 2/28, 3-14, 3/21, 3/28] Elaine Bienvenue

February 2007

2/8	0006-31	Driver Improvement , 8:30 – 11:30, Craig Dill
2/8	0131-13	Preventing Workplace Harassment - Countywide , Cypress, 10:00 - 12:00
	0131-14	Preventing Workplace Harassment - Countywide , Cypress, 1:00 - 3:00
2/15	0118-08	Performance Impact , 9:00 – 4:00, 🔄 CSS, Various Instructors
2/16	0080-03	Advanced Management Practices , Series – 8 days 8:30 – 3:30, [3/2, 3/16, 3/30, 4/13, 4/27, 5/11/ 5/25] Various Instructors
2/22	0046-06	Introduction to Supervision I , Series – 4 days 8:30 – 3:30, [3/8, 3/22, 4/5] Various Instructors
2/27	0021-37	Preventing Workplace Harassment – AB1825 (Mgmt Only) 9:00 – 11:30, Various Instructors
	0021-38	Preventing Workplace Harassment – AB1825 (Mgmt Only) 1:00 – 3:30, Various Instructors

March 2007

3/1	0131-15	Preventing Workplace Harassment - Countywide , Cypress, 10:00 - 12:00
	0131-16	Preventing Workplace Harassment - Countywide , Cypress, 1:00 - 3:00
3/6	0070-04	Writers Workshop, Proofreading & Editing , 8:30 – 3:30, Anne Peasley
3/7	0026-04	Computer Ergonomics , 8:30 – 10:30, Gary Schell
3/9	0006-32	Driver Improvement , 8:30 – 11:30, Craig Dill
3/13	0007-04	Management Tool Kit, Situational Leadership , 8:30 – 12:00, Joan Zeglarski
3/15	0017-04	Hear This! Effective Listening , 8:30 – 12:00, Dennis Wade
3/15	0131-17	Preventing Workplace Harassment - Countywide , Cypress, 10:00 - 12:00
	0131-18	Preventing Workplace Harassment - Countywide , Cypress, 1:00 - 3:00
3/20	0124-02	Strategies for Workplace Stress Management , 8:30 – 12:00, Susan Whitaker

3/27	0107-03	Conflict: Addressing the Heart of Conflict Issues , 8:30 – 12:00, Lauren Lund
3/29	0037-07	Introduction to Government Accounting , 8:30 – 12:00, Andy Sisk

Performance Accounting System (PAS Training 📖 HHS Training Room)

3/13	0121-04	PAS, Purchasing Module (P1) , 8:30 – 12:00, April Pay
	0119-04	PAS, Accounting Module (A1) , 1:00 – 4:30, Terrie Trombley
3/14	0121-05	PAS, Purchasing Module (P1) , 8:30 – 12:00, April Pay
	0119-05	PAS, Accounting Module (A1) , 1:00 – 4:30, Terrie Trombley
3/15	0121-06	PAS, Purchasing Module (P1) , 8:30 – 12:00, April Pay
	0119-06	PAS, Accounting Module (A1) , 1:00 – 4:30, Terrie Trombley
3/21	0122-04	PAS, Purchasing Module (P2) , 8:30 – 12:00, April Pay
	0120-04	PAS, Accounting Module (A2) , 1:00 – 4:30, Terrie Trombley
3/22	0122-05	PAS, Purchasing Module (P2) , 8:30 – 12:00, April Pay
	0120-05	PAS, Accounting Module (A2) , 1:00 - 4:30, Terrie Trombley
3/23	0122-06	PAS, Purchasing Module (P2) , 8:30 – 12:00, April Pay
	0120-06	PAS, Accounting Module (A2) , 1:00 – 4:30, Terrie Trombley

April 2007

4/3	0076-08	Accounting Journal Entries , 8:30 – 12:00, Andy Sisk
4/4	0106-02	Knowing How You Learn, Work, and Communicate , 8:30 – 3:30, Terri Bianco
4/5	0131-19,	Preventing Workplace Harassment - Countywide , Cypress, 10:00 - 12:00
	0131-20,	Preventing Workplace Harassment - Countywide , Cypress, 1:00 - 3:00
4/10	0085-06	Defusing Difficult Situations , 8:30 – 12:00, Del Kelty
4/12	0012-04	Dealing With Difficult Customer Situations , 8:00 – 12:00, Jeanie Hagen-Greene
4/12	0082-03	Time Management , 1:00 – 5:00, Jeanie Hagen-Greene
4/16	0006-33	Driver Improvement , 8:30 – 11:30, Craig Dill
4/17	0015-05	Taking Conflict Out of Working Together , 8:30 – 12:00, Jeanie Hagen-Greene
4/18	0009-04	Influencing Without Authority , 8:30 – 12:00, Joan Zeglarski
4/19	0046-07	Introduction to Supervision I , Series – 4 days 8:30 – 4:30, [5/3, 5/17, 5/31], Various Instructors
4/19	0131-21,	Preventing Workplace Harassment - Countywide , Cypress, 10:00 - 12:00
	0131-22,	Preventing Workplace Harassment - Countywide , Cypress, 1:00 - 3:00
4/24	0105-02	Critical Thinking Basics , 8:30 – 3:30, Mike Zeglarski